

City of Chattanooga, TN
Personnel Class Specification

Class code 0177

FLSA: Exempt

CLASSIFICATION TITLE: MANAGER, REAL PROPERTY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee and manage the maintenance, development, and disposition of vacant, surplus and leased property owned by the City or jointly with the County. Duties and responsibilities include, but are not limited to: receiving proposals from vendors; performing evaluations and negotiations; reviewing development plans; managing contracts; conducting inspections of construction, rehabilitative, and demolition projects; and performing other duties as assigned.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Manages the maintenance, development, and disposition of vacant, surplus, and leased property owned by the City or jointly owned with the County; instructs and advises staff regarding performance of daily tasks.

Oversees property clean-up; negotiates clean-up costs with vendors; provides instruction during clean-up; makes recommendations for trash disposal locations and sites; ensures projects are completed efficiently and in a timely manner.

Receives proposals to sell, lease or donate City-owned real estate; evaluates and negotiates offers, proposals and development plans; discusses options with management and staff; receives input from staff members when appropriate; makes recommendations; submits to administrator for approval and/or review.

Contracts with professional service providers and vendors; manages provider contracts pertaining to property appraisal, environmental assessments, geotechnical studies, soil compaction studies, boundary and topographical surveys, architects, engineers, construction, demolition, abatement/remediation contractors and other individuals as required; meets regularly with project contractors and contractors at various sites; monitors time frames and notifies contractors regarding non-compliance.

Conducts real estate site assessments; prepares option agreements for buying and/or selling real estate; reviews and forwards to administrator for approval and review; conducts inspections on construction, rehabilitation, and demolition projects.

Researches deed restrictions, conditions and liens; prepares and proofreads deeds and leases; reviews for accuracy and completeness; maintains copies for departmental use and/or future reference.

Interacts closely with department managers regarding property and/or related issues; provides fair market opinions and other advice and professional expertise to other departments and supervisors; answers questions and provides information as required.

Represents clients at zoning hearings; presents clients' agendas to City Council, County Commission and/or other decision-making groups; provides information and answers questions received from executives.

Responds to inquiries and complaints received from the public and/or citizens' groups; answers questions and provides information as required; meets with neighborhood associations to discuss mutual issues; represents the City in a professional manner at all times.

Prepares and/or reviews City Council agenda items, quarterly HUD reports, real property reports, various documents, letters, memoranda, and summaries as required; reviews for accuracy; submits reports to supervisor as required; maintains copies of all documentation for departmental files and future reference by authorized individuals.

Schedules and/or attends seminars, workshops and training classes; reads current media sources to keep apprised of changes in legislation and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; ensures compliance by other City staff.

Serves as liaison between the department and City Attorney's office, vendors, the public, City officials, citizens' groups and other individuals; answers questions and provides information as required.

Maintains central depository pertaining to property issues; maintains property records and other city documents; utilizes departmental databases and other computerized files; ensures proper inventory of supplies; orders equipment and supplies for real property management.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, real estate, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that

includes contract management, real estate, property appraisal, public relations or related; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.